

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5112 **TITLE:** SENIOR SURVEY ANALYST/SURVEY COORDINATOR
GRADE: S-22

DEFINITION:

Under general supervision, does highly technical and advanced plane and geodetic survey work of a semi-professional nature in the office or field; serves as an analyst over the secondary monumentation program; or supervises limited survey personnel, exercising independent judgement and initiative; and does related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions in this class which provide highly technical and advanced plane and geodetic survey work, as well as automated survey technical support, differ from the lower Analyst level, in that they lead or participate in geodetic surveying activities and perform more comprehensive analysis of the full range of survey data for certification by the County Surveyor.

Positions in this class which supervise limited survey personnel differ from the higher Engineer II/"Chief of Parties" level, in that they lack responsibility for the administrative and technical supervision of numerous permanent survey parties. With regard to technical supervision, although this survey coordinator oversees in-house, as well as contract, survey work, it does not have to ensure that the work performed is ready for certification by the County Surveyor.

ILLUSTRATIVE DUTIES:

Oversees field data collection and analysis processes in either plane or geodetic surveying;
May lead or supervise a survey crew when the complexity of the assignment dictates;
Performs land record research;
Recommends new equipment;
May attend pre-construction meetings;
Prepares construction stakeout data, cut-sheets and as-built drawings, as required.

As Senior Survey Analyst

Utilizes a microcomputer to perform the complex mathematical computations necessary to reduce and adjust field notes to second order data for the monumentation program, boundary surveys, and other as signed tasks;
Programs scientific calculators for survey crew use;
Makes boundary determinations;
Leads crews in performance of technical and advanced plane and geodetic surveying.

As Survey Coordinator

Supervises survey crew(s) in performance of limited survey work;
Prepares bid proposals for survey contract work;
Participates in contract review and selection;
Distributes crew assignments and reviews work of contract crews for completeness;
Maintains management indicators;

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Oversees crew safety and training;

Prepares budget and requisitions supplies for limited survey personnel.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of land surveying;

Considerable knowledge of County, State and Federal laws, codes, and regulations pertaining to surveying;

Thorough knowledge of the methods and equipment used in surveying;

Ability to communicate effectively, orally and in writing;

Ability to deal with the public and investigate complaints.

As Senior Survey Analyst

Knowledge of the basic principles of advanced mathematics, and their application to project completion and problem solving;

Ability to prepare accurate drawings and maps;

Ability to make accurate computations and neat, accurate field notes;

Ability to program and/or use data processing equipment;

Ability to collect, compile, and interpret research data.

As Survey Coordinator

Thorough knowledge of the contract process as it relates to survey contracts;

Ability to train and supervise subordinates;

Ability to identify and communicate project profiles;

Ability to monitor and evaluate survey contract work for completeness and conformance to standards.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

High school graduation or a G.E.D. issued by a state department of education; plus

Four years of survey work, including one year in work equivalent to the Survey Party Chief level.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License.

ESTABLISHED: November 16, 1992